

Travel Guidance on Sponsored Projects (Fund - 46010000)

Domestic and foreign travel charged to sponsored projects should follow [Purdue University Travel Regulations](#), unless federal regulations or the funding sponsor imposes greater restrictions. Please note that when traveling on Sponsored Program funds, receipts and supporting documentation must be kept for ten years after the fiscal year in which the travel occurred.

Travel is allowable as a direct cost when such travel will provide direct benefit to the award. If federally funded, sponsored awards are subject to certain federal laws and the guidelines set forth in the [Uniform Guidance, 2 CFR Part 200—uniform administrative requirements, cost principles, and audit requirements for federal awards](#). Sponsored Program Service's Post Award area sends out a notice of award that will indicate any travel restrictions or requirements of approvals that may be required for the project before incurring and/or submitting any travel cost for reimbursement. When there is a conflict between University policy and award requirements, the more restrictive policy applies. You will find notes of these restrictions in SAP GMGRANTD (see screenshot below) or contact the Post Award Sponsored Funding Administrator for guidance (<https://www.purdue.edu/business/sps/general/PostAwardStaff.html>).

The following list highlights some common sponsored travel restrictions that may be on domestic and/or foreign travel. Some awards **may**:

- Prohibit travel
- Require pre-authorization by Sponsor for each trip
- Restricts the travel to what was proposed
- Limit travel to a specific destination or purpose
- Specify maximum meal, mileage or other cost rates.

Sponsored travel must be justified, well documented, in compliance with the sponsor requirements, and incurred within the period of the award. The supporting documentation must be clear on how the travel supported the award. Charges that are split between two or more projects must demonstrate how the trip specifically benefited each project respectively.

Additional General Data	Additional Reference	Regulatory	Fringe Benefit Chargeability	Reporting Requirements	Cost Share Commitment
-------------------------	-----------------------------	------------	------------------------------	------------------------	-----------------------

Proposal Information

Program Title:

Program Number:

Equipment Information

Equipment Ownership:

Equipment Comments:

Travel

Travel Restriction:	<input type="text" value="Foreign & Domestic"/>	Comments:	DOMESTIC TRAVEL NOT PROPOSED REQUIRES PRIOR APPROVAL. FOREIGN NOT ALLOWED
Travel Pre-Approval:	<input type="text" value="Yes"/>	Comments:	REQUEST NEEDS TO BE SUBMITTED 30 DAYS PRIOR TO TRAVEL